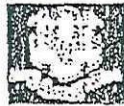


RECORDS RETENTION SCHEDULE

RC-50, Revised 5/1999

(Return to Public Records Administrator)



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATION

231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY

Retention Schedule # 01-1-4

Agency: Department of Environmental Protection	Address: 79 Elm Street, Hartford, Connecticut 06106
Division or Unit: Bureau of Air Management, Planning & Standards, Toxics Program	

This schedule is: original; ① revised.
If revised, enter previous retention schedule number here: # 94-2-2

Page 1 of 4 pages

ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
1	PROJECT REPORT FILES: This series may include the final report characterizing the state's ambient air and detailing protocols used to conduct monitoring, results and significance of efforts and any written procedures defining ambient air sampling operations, ambient air monitoring data validated through scientific protocol, and air monitoring site description information.	Permanent		
2	ORIGINAL FIELD AIR SAMPLING INFORMATION SHEETS: Sheets used to record air monitoring sample information, includes Chain of Custody sheets for samples to verify proper handling, field sampling information sheets (recording meteorological, site, equipment readings, and other similar information), and sheets to record air sampler equipment calibration. Pertinent information captured within Final Project Report.	5 years after DEP final report issued		

¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMILO: Victoria N. Wentworth	Title: Agency RMILO	Date: 06 / 06 / 01
Approved (State Archivist) <i>Mark H. Jones</i>	Date: 6 / 20 / 01	Approved (Public Records Administrator): <i>Lynne B. DeBell</i>	Effective Date of Schedule: 6 / 20 / 01

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		Office	Records Center or approved off-site facility ²	
3.	FIELD NOTEBOOKS: Original books that are kept at the individual sampling sites, used to record air sampling equipment maintenance and sample collection information. Pertinent information captured in Project Report.	5 years after DEP final report issued		
4	AMBIENT AIR SAMPLE ANALYSIS COMPUTER DATA DISKS: Received from sample analysis laboratory. Contains laboratory results from analyzing ambient air samples as well as laboratory quality assurance results and evaluation (used as criteria to accept or reject sample data as valid). Data summaries from disks incorporated into data report packages and database files.	5 years after DEP final report issued		
5	ACCEPTANCE RESULTS: Data received from sample analysis laboratory regarding the standardization and acceptance of laboratory sampling equipment and media (used as criteria to accept or reject sample data as valid). Data summaries incorporated into data report packages and database files.	5 years after DEP final report issued		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: Victoria N. Wentworth	Title: Agency RMLO	Date: 06 '06 '01
Approved (State Archivist) <i>Mark H. Jones</i>	Date: 6 '20 '01	Approved (Public Records Administrator): <i>Ernest D. DiBella</i>	Effective Date of Schedule: 6 '20 '01

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ITEM NUMBER (i.e. SI-065)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
6	DATA REPORT PACKAGES: May include information received from sample analysis laboratory: e.g., paper copies of sampling results and laboratory quality assurance results (provided on computer disk in 4, above); used to confirm data provided on data disks. May include data analysis performed by DEP in the characterizing ambient concentrations of selected substances in air from sample data.	5 years after DEP review of package		
7	AIR TOXICS DATABASE: Computer software program files that compile the project data, both analytical and field (i.e., combines ambient sample analysis with meteorological site, equipment and other recorded information). Collection of entire air monitoring sampling set upon with Project Reports are based.	Permanent		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: Victoria N. Wentworth	Title: Agency RMLO	Date: 06 106 1 01
Approved (State Archivist) <i>Mark H. Jones</i>	Date: 6 120 1 01	Approved (Public Records Administrator): <i>Lynn D. DiBella</i>	Effective Date of Schedule: 6 120 1 01

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		Office	Records Center or approved off-site facility ²	
8.	METHODS DEVELOPMENT RECORDS: Documentation of the efforts taken to develop Air Toxics Monitoring, includes data and other information generated during the process of validating monitoring methods and a description of validated methods chosen by the DEP based on EPA methods to collect air samples. Description of methods used appended to Final Project Report.	5 years after DEP final report issued		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date: 6 / 20 / 01	Approved (Public Records Administrator): <i>Kevin D. DiBella</i>	Effective Date of Schedule: 6 / 20 / 01